

## THE NAVAJO NATION

## JOB VACANCY ANNOUNCEMENT

CLOSING DATE: 09/19/16

TEMPORARY: ☐

Under general supervision of Accounts Payable Supervisor. Performs clerical and accounting duties requiring a working knowledge of accounting functions with accuracy and attention to detail. Processes invoices, check requests, and expense reimbursements through data entry in JD Edwards FMIS system. Determines funds availability and reviews source documents for completeness and accuracy, detecting for any discrepancies. Records entries in FMIS, ensuring correct allocation of all debits and credits. Provides clarification and interpretation of policies and procedures. Identifies and escalates account maintenance issues to Supervisor in a timely manner. Facilitates communication with vendors and external Navajo Nation staff to resolve account related discrepancies. Proactively communicates work status, performance, challenges and issues. Time management essential to handle multiple tasks and assignments. Performs other duties as requested.

**Minimum Qualifications:**

- Preferred Qualifications:**

- Special Requirements:**

- (To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

Must demonstrate time management for assigned tasks, ability to meet assigned deadlines, and ability to achieve/maintain communicated productivity levels. Ability to effectively execute against assigned priorities, as well as determine priorities independently. Demonstrate tenacity and diligence in following up on outstanding issues to ensure customer satisfaction. Must demonstrate exceptional ability for attention to detail, strong written and verbal communication skills for reporting status on assigned tasks and issues. Ability to communicate with internal staff and external vendors/customers. Must demonstrate a sense of urgency with respect to payment processing as well as a strong aptitude for problem solving. Ability to work independently and under pressure. Flexibility to work in a fast paced dynamic environment. Must be ambitious, a self-starter, enthusiastic and respectful.

Revised: 02/26/2014